

TO: Agency Heads

FROM: Anne F. Thomson Reed  
Chief Information Officer

SUBJECT: Year 2000 Independent Verification and Validation (IV&V)  
Approval and Certification

As you know, less than two years remain before the year 2000. Within this timeframe, USDA must ensure all mission-critical systems will function effectively at the transition. IV&V is a vehicle that can be used to assist in this effort. Congress, the Office of Management and Budget and the General Accounting Office have all recommended that federal agencies use an independent source to verify system changes and processes. As a focal point for the Department's Year 2000 initiative, I am recommending that each agency consider this as an opportunity to review and validate mission critical systems.

On February 13, 1998, the Office of the Assistant Secretary for Administration gave approval to the Office of the Chief Information Officer (OCIO) to authorize advisory and assistance services for IV&V for Departmental agencies' Year 2000 projects and programs. This approval covers a two-year period with an estimated contract cost of \$7.5 million. The Year 2000 Program Office has established a process and format for IV&V approval (Attachment A).

As each agency completes the final phases of validation and prepares for implementation of systems, signed certification statements are required. Agencies will certify to OCIO that systems have been assessed and are Year 2000 compliant. The certificate of Year 2000 compliance (Attachment B) is to be provided to the Year 2000 Program Office as the compliant system begins implementation.

Thank you for your continued support and effort on this major initiative. If you have any questions, feel free to contact Gregory Parham, Executive Director for the Year 2000 Program Office on (202) 690-0048.

Attachments

## **Independent Verification and Validation Approval Process Instructions**

- A. Upon initial request complete items 1 thru 8. Executive Sponsor must sign and date prior to submission to the Year 2000 Program Office. Form may be faxed (202-205-3755) or delivered to the Year 2000 Program Office (0034-S).
- B. Year 2000 Program Office will review and document the request. Upon approval original form will be signed by the Year 2000 Program Office and faxed backed to the requesting agency.
- C. Upon completion of IV&V services, agency must complete items 9 - 11 and submit form to the Year 2000 Program Office.

**Department of Agriculture  
Office of the Chief Information Officer  
Year 2000 Program Office**

**Independent Verification and Validation Approval Process**

|                                     |  |
|-------------------------------------|--|
| <b>1. Agency</b>                    |  |
| <b>2. Executive Sponsor</b>         |  |
| <b>3. Date Submitted</b>            |  |
| <b>4. System Name</b>               |  |
| <b>5. System Business Function</b>  |  |
| <b>6. Estimated Cost</b>            |  |
| <b>7. Estimated Start Date</b>      |  |
| <b>8. Estimated Completion Date</b> |  |
|                                     |  |
| <b>9. Actual Cost</b>               |  |
| <b>10. Actual Start Date</b>        |  |
| <b>11. Actual Completion Date</b>   |  |

**Signatures:**

\_\_\_\_\_  
**Executive Sponsor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Contact Person**

\_\_\_\_\_  
**Telephone No.**

\_\_\_\_\_  
**Fax No.**

\_\_\_\_\_  
**Year 2000 Program Office Manager**

\_\_\_\_\_  
**Date:**

**Comments:**

**Department of Agriculture  
Office of the Chief Information Officer  
Year 2000 Program Office**

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**CERTIFICATE OF YEAR 2000 COMPLIANCE**

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**DEFINITION OF YEAR 2000 COMPLIANCE**

Year 2000 means, with respect to Information Technology, that the Information Technology accurately processes date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations, to the extent that other information technology, used in combination with the information being acquired, properly exchanges date/time data with it.  
-----FEDERAL ACQUISITION REGULATION 39.002

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**This certifies to the Office of the Chief Information Officer that the referenced systems has been assessed and is Year 2000 date compliant. For purposes of this certification, Year 2000 compliance includes information technology, or telecommunication, or vulnerable systems and processes (building's and facilities, or scientific and laboratory equipment.)**

**SYSTEM NAME:** \_\_\_\_\_

**AGENCY:** \_\_\_\_\_

**EXECUTIVE SPONSOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_